

Competency Checklist	DATE COMPLETED	SUPERVISOR INITIAL
B. <u>Weigh and measure children</u>		
C. <u>Check children's vision and hearing.</u>		
D. <u>Discuss special problems observed with the Director.</u>		
4. Program Planning and Implementation		
A. <u>Set long-range objectives for the class based on the needs of children.</u>		
B. <u>Develop weekly, monthly, and yearly schedules for the group in cooperation with other staff members.</u>		
C. <u>Plan, implement, and evaluate age appropriate learning experiences in a variety of areas including language arts, music, art, and science.</u>		
D. <u>Plan and set up the room with interest centers that provide an interesting and stimulating environment.</u>		
E. <u>Supervise children in all classroom and outdoor activities.</u>		
F. <u>Plan appropriate transition activities between routines.</u>		
G. <u>Obtain and organize supplies and equipment so that activities can begin on time.</u>		
H. <u>Document activities with specific information such as a description of what happened during the activity, samples of children's work and verbal/non verbal responses of children.</u>		
I. <u>Evaluate the outcome of each activity with its intended purpose.</u>		
J. <u>Use teaching techniques that encourage children's language development.</u>		
5. Guidance and Discipline		
A. <u>Greet each child by name and provide individual attention throughout the day.</u>		
B. <u>Model appropriate behavior and demonstrate consistency in response.</u>		
C. <u>Listen to and observe verbal and non-verbal communication.</u>		
D. <u>Use appropriate communication techniques and disciplinary measures with children.</u>		
E. <u>Encourage positive interaction between children.</u>		
F. <u>Help children express emotions in appropriate ways.</u>		
G. <u>Help children develop a positive self-concept and practice self-discipline.</u>		
H. <u>Provide assistance to children with personal needs such as eating, resting, toileting and grooming.</u>		